

## **FIRE PREVENTION PRACTICE #1.3**

September 1, 1991

TO: All Fire Prevention Personnel

FROM: Steve Zaccard, Fire Marshal

SUBJECT: MISCELLANEOUS ACTIVITY AND TIME USE SUMMARY

"THIS PRACTICE IS TO SERVE AS A PROCEDURAL GUIDE FOR YOU TO FOLLOW. EXCEPTIONS TO THIS PRACTICE SHALL BE APPROVED BY THE FIRE MARSHAL THROUGH YOUR SUPERVISOR".

Several questions have been asked with regard to properly recording activity codes on the miscellaneous activity form. This should clarify any misunderstanding involving the entries.

1. **Court:** Any activity involving adjudication of code compliance orders, including hearings, pre-trial conference, court, and the Property Code Enforcement Board.
2. **Program:** Any Fire Safety Program where you are the instructor or speaker, including general fire safety programs, J.C.P.C., fire safety exhibit booths.
3. **Meeting:** Any meeting which you attend which does not involve code compliance at a specific property, including the business portion of the full staff meeting, Inspector Task Force, unit staff meetings, and inter-agency meetings.
4. **Training:** Any training which you receive, including the training portion of the full staff meeting, state fire school, code seminars, and fire scenes while assigned to the arson detail.
5. **Office Reports and Records:** Any time you spend in the office doing your reports, records, and other paper work, including code referencing, Certificate of Occupancy and other reports, telephone activity, and office time while assigned to the arson detail.

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6. **Other Reports and Records:** Any time you spend outside the office doing your reports and other paper work, including Certificate of Occupancy and other reports not completed at time of the inspection, telephone activity outside the office, and response to radio pages.
7. **Vacation:** Any time spent on vacation, compensatory time, authorized leave, or specific holidays.
8. **Sick:** Any time spent on authorized sick leave.
9. **Lunch and Breaks:** Any time spent on authorized lunch and breaks.
10. **No Entry:** Any time spent in an attempt to gain entry into a property for the purpose of conducting an inspection where entry cannot be gained or the inspection cannot be conducted.
11. **Permits:** Any activity involving the issuance of explosives, fireworks, and burning permits, including all paper work and required site inspections.
12. **Consultation:** Fire safety and code compliance information provided to an owner or his representative with regard to code compliance requirements at a specific property, including assistance provided by one inspector with specialized knowledge in an area to another inspector, fire code compliance information provided to an owner in order to facilitate compliance with outstanding orders, fire safety and fire code compliance information provided to an owner prior to proposed building modification, and public assembly fire watch details.
13. **Complaints:** Any activity involving response to complaints which were assigned by, and/or result in, a written complaint report.
14. **Certificate of Occupancy:** Any activity involving Certificate of Occupancy inspection for initial, renewal, or reinspections, including Certificate of Occupancy inspections done in conjunction with License Inspections.
17. **Licenses:** Any activity involving inspection of property for issuance of city licenses not involving Certificate of Occupancy inspections.
18. **Special Details:** Any official activity by an inspector not listed in items 1-17, 19 and 20, including special assignments made by supervisors, special projects, and official errands such as visits to the uniform shop. An "18" should only be entered when the activity is not specific to any other listed item.

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19.     **Vacant Check:** Any inspection activity involving verification of vacant building status.
20.     **Retain Checklists:** Any activity when additional inspection time or visits are required to complete the inspection. A supervisor's signature is required on the miscellaneous activity sheet in order for the clerical staff to enter a "20".

ejd

cc: Gary Trudeau  
Cindy Menten

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